ARKA JAIN University
Jharkhand

NAAC GRADE A
ACCREDITED UNIVERSITY

EXAMINATION DEPARTMENT

Ref. No. AJU/Exam/2026/921 Date: 26.10.2026

NOTIFICATION

Sub: Regular/ Backlog Examination Form Fill-Up Process for [End Semester Examination] of following Programs and Semester as mentioned below:

S. No	Program/Branch	Semester	Tentative Exam Schedule
1	Diploma in Mechanical Engineering	1st	Second week of December, 2026 onwards.
2	Diploma in Electrical & Electronics Engineering		
3	Diploma in Computer Science Engineering		
4	Diploma in Mechatronics		

THE IMPORTANT INFORMATION [A] & GUIDELINES FOR EXAMINATION FORM FILL-UP PROCESS [B] ARE MENTIONED BELOW for the adherence by all concerned.

A. IMPORTANT INFORMATION: for the students:

1. Examination Fee applicable for the Diploma program is **Rs. 1500/-**
2. No-Dues clearance and Examination Registration Date will be from **28th October, 2026 to 12th November, 2026 (without late fine).**
3. No-Dues clearance and Examination Registration Date will be from **13th November, 2026 to 23rd November, 2026 (with late fine of Rs. 1000/-)**
4. No-Dues clearance and Examination Registration Date will be from **24th November, 2026 to 01st December, 2026 (with late fine of Rs. 5000/- in exceptional cases) with the approval of Controller of Examinations and the Examination Registration will be closed after 01st December, 2026**
5. **Admit card will be downloaded from ERP login by eligible Students themselves.**
6. It is compulsory for all concerned students to **FILL-UP THE EXAMINATION FORM** within due date only.

ARKA JAIN UNIVERSITY, JHARKHAND
CONTROLLER OF EXAMINATION

B. GUIDELINES FOR EXAMINATION FORM FILL-UP:

For regular student

1. Students are required to log in to the ERP portal using the following link: **https://erp.arkajainuniversity.ac.in**
2. To apply for an online No-Dues certificate, students need to follow the path within the ERP portal: go to the open erp, click on Student section, click on student examination form, and click apply no dues process start, check approval to all stages.

OPEN ERP ⟶ Student Related ⟶ click on student examination form ⟶ Click apply no dues process start ⟶ check approval to all stages.

For back log student

1. Students are required to log in to the ERP portal using the following link: https://aju.mastersofterp.in

2. To apply for an online No-Dues certificate, students need to follow the path within the ERP portal: go to the Academic section, select Student Related, and then click on Apply for No-Dues.
Academic ⟶ Student Related ⟶ Apply for No-Dues

3. Students need to select the appropriate check box provided on the No-Dues application page to confirm that all required details are correct and that they are ready to proceed with the request. After selecting the check box, they must click on the Submit button to initiate the No-Dues generation process.

4. Students can click on the "Check Approval Status" option available in the No-Dues section of the ERP portal to track the progress of their application & view the current status of approvals from different departments such as library, accounts, hostel, and others.

5. Once the No-Dues application has been successfully approved by all concerned departments, students become eligible to proceed with the examination registration process through the ERP portal. It is important to complete both the registration and examination fee payment within the stipulated deadline to ensure eligibility for appearing in the examinations.

ERP Coordinator Details (If any assistance required):

Name: Rajeshwari Jena

Email id: engg2.aju@arkajainuniversity.ac.in

Contact no: 6203147903

Special Note-

1. Students are instructed to submit all academic testimonials along with their Migration / TC, if not submitted the same till date, in the Record Cell.
2. Students are instructed to submit their ABC Id to their respective Academic Section.

Any student who has to submit the above-mentioned document/s but fails to submit the same will NOT be allowed to fill- up the Examination form & further would not be allowed to appear in the End-semester Examination.

This is issued by the order of competent authority.

Prof. (Dr.) Praveen Kumar Thakur
Controller of Examinations

ARKA JAIN UNIVERSITY JHARKHAND CONTROLLER OF EXAMINATION